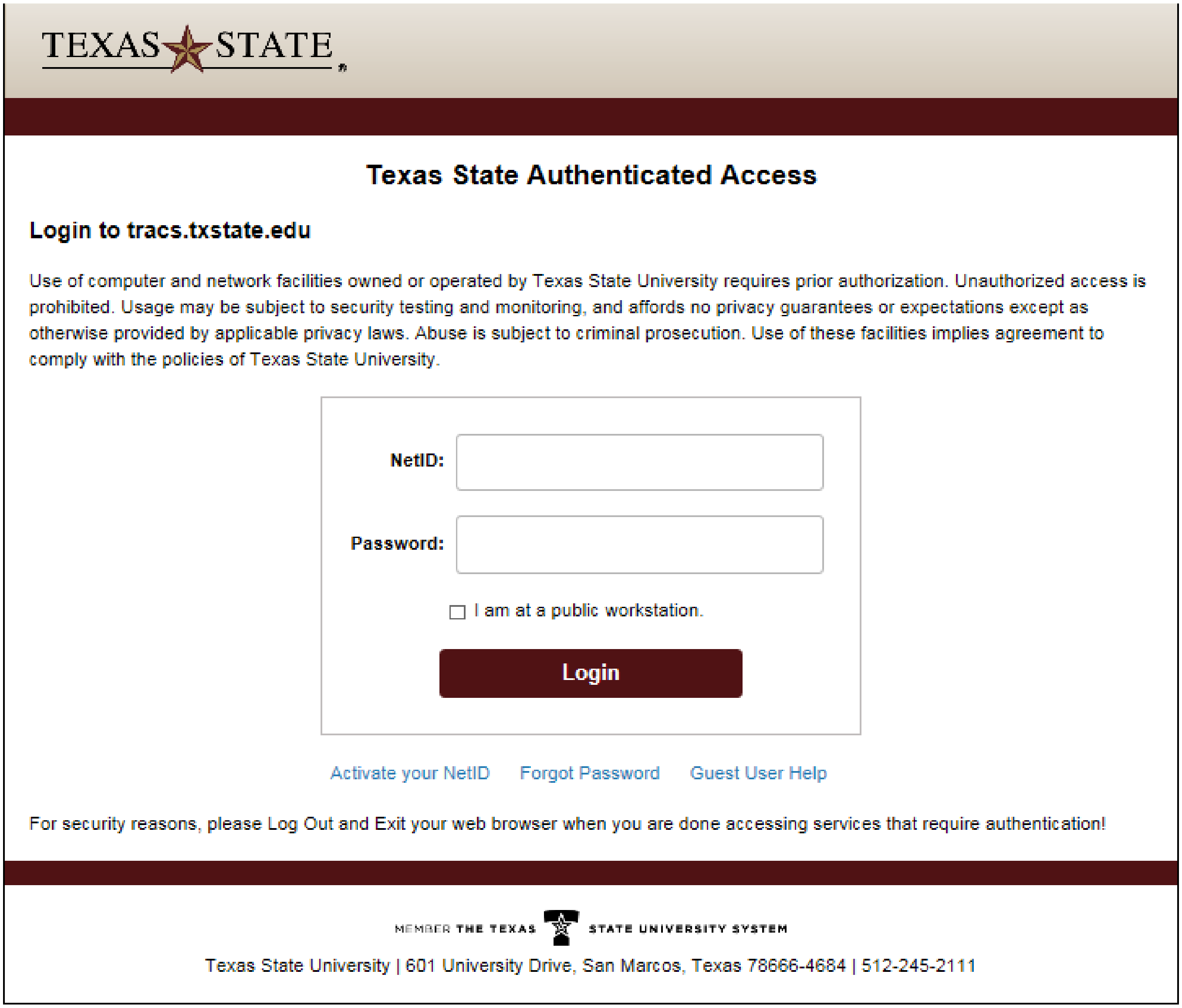
W-2 Online Viewing



Texas State Authenticated Access

Login to tracs.txstate.edu

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

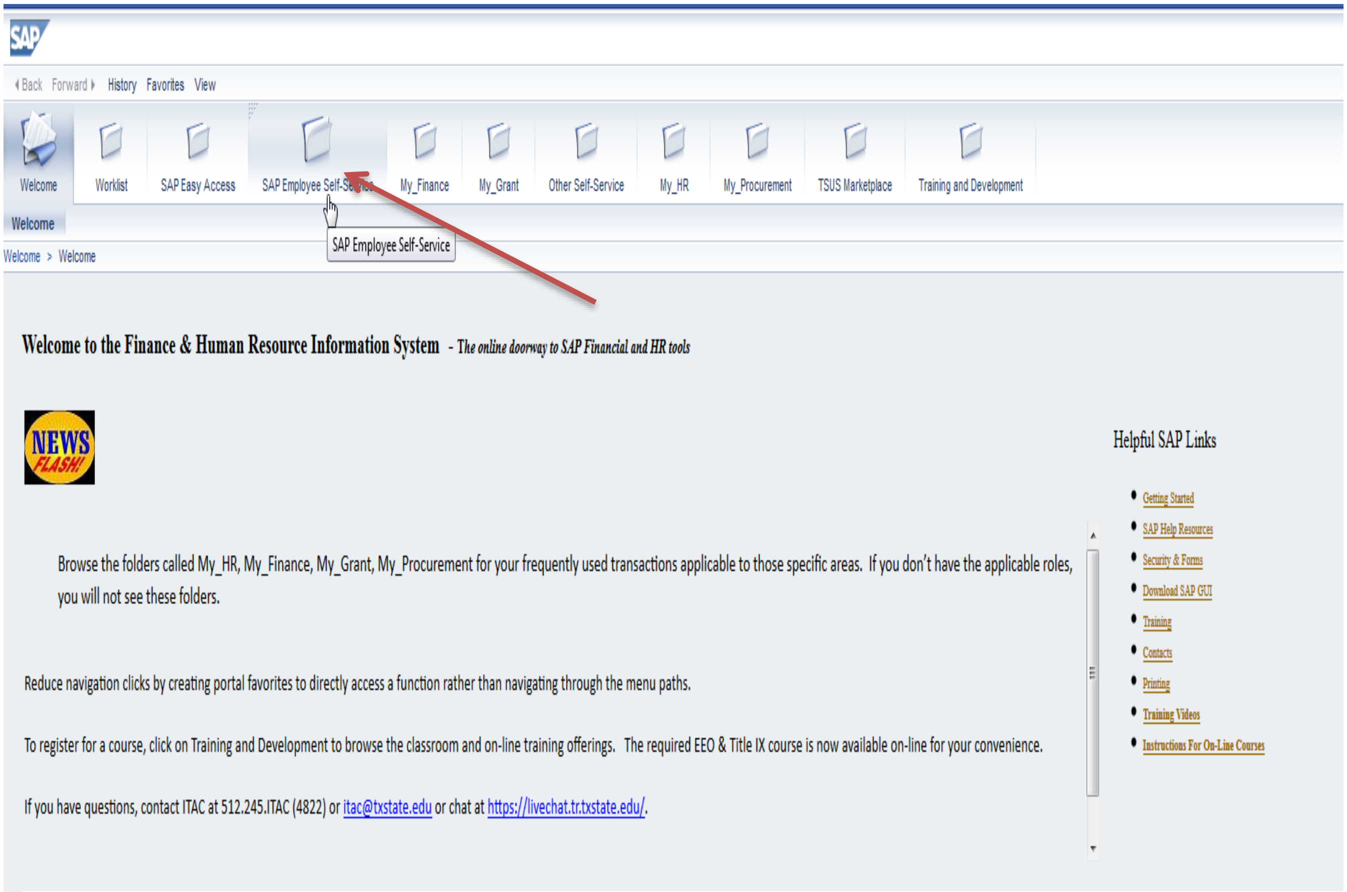
NetID:
Password:
☐ I am at a public workstation.
Login
Activate your NetID
Forgot Password
Guest User Help

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111

1. Login: SAP Portal your ID and password then click on **Log in**


Back
Forward
History
Favorites
View
Welcome
Worklist
SAP Easy Access
SAP Employee Self-Service
My_Finance
My_Grant
Other Self-Service
My_HR
My_Procurement
TSUS Marketplace
Training and Development
Welcome
SAP Employee Self-Service
Welcome > Welcome
NEWS FLASH!

Welcome to the Finance & Human Resource Information System - *The online doorway to SAP Financial and HR tools*

Browse the folders called My_HR, My_Finance, My_Grant, My_Procurement for your frequently used transactions applicable to those specific areas. If you don't have the applicable roles, you will not see these folders.

Reduce navigation clicks by creating portal favorites to directly access a function rather than navigating through the menu paths.

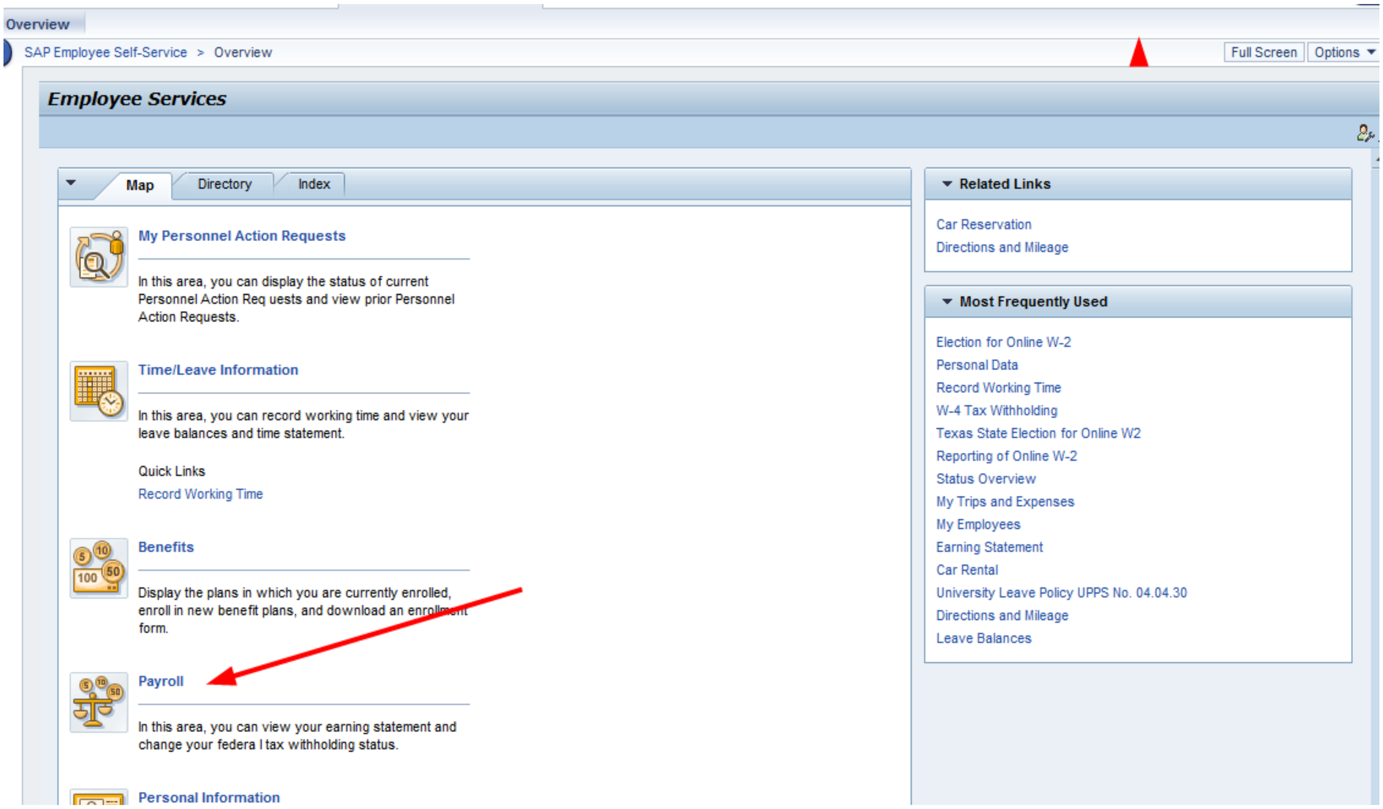
To register for a course, click on Training and Development to browse the classroom and on-line training offerings. The required EEO & Title IX course is now available on-line for your convenience.

If you have questions, contact ITAC at 512.245.ITAC (4822) or itac@txstate.edu or chat at https://livechat.tr.txstate.edu/.

Helpful SAP Links

- Getting Started
- SAP Help Resources
- Security & Forms
- Download SAP GUI
- Training
- Contacts
- Printing
- Training Videos
- Instructions For On-Line Courses

2. Click on SAP Employee Self-Service


Overview
SAP Employee Self-Service > Overview
Full Screen
Options
Employee Services
Map
Directory
Index
Related Links
Most Frequently Used

My Personnel Action Requests

In this area, you can display the status of current Personnel Action Req uests and view prior Personnel Action Requests.

Time/Leave Information

In this area, you can record working time and view your leave balances and time statement.

Quick Links
Record Working Time

Benefits

Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form.

Payroll

In this area, you can view your earning statement and change your federa l tax withholding status.

Personal Information

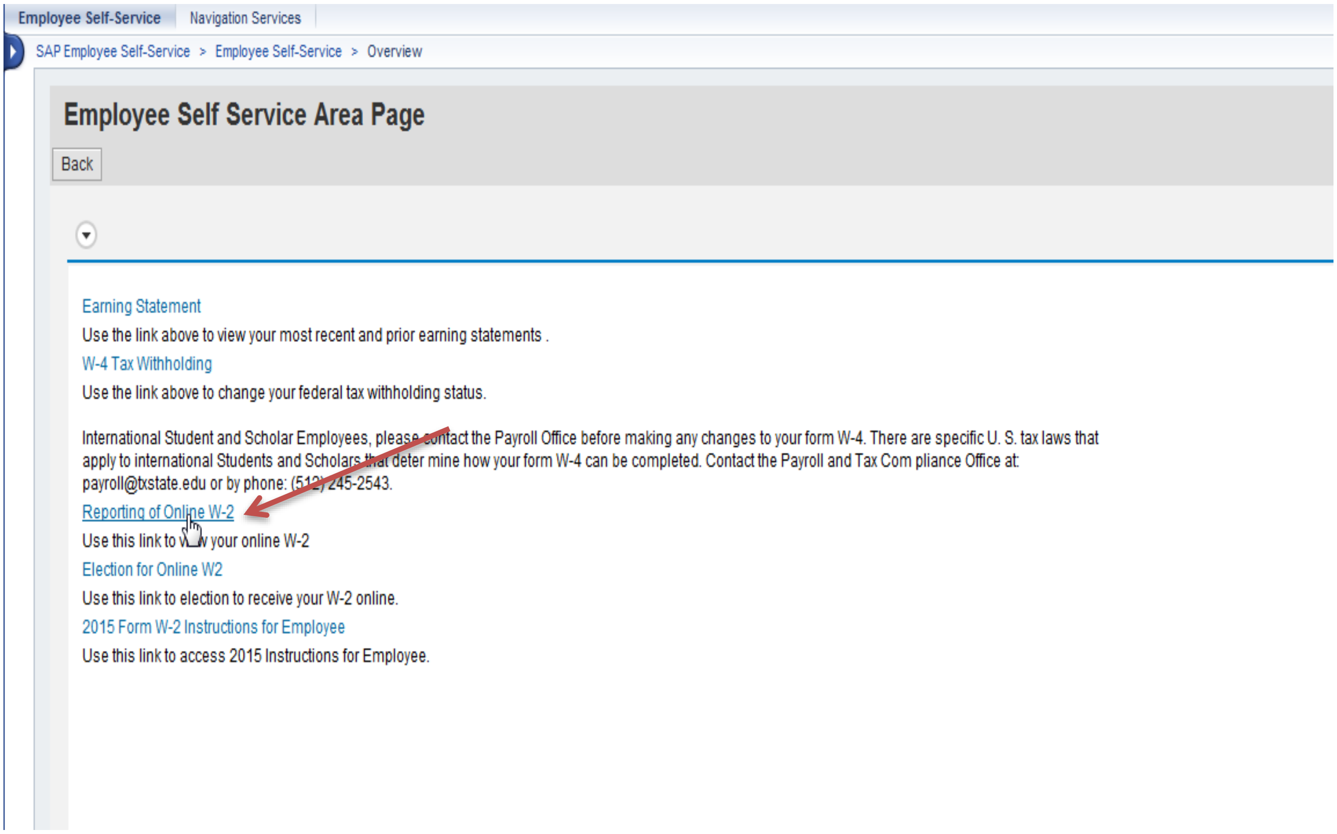
Related Links

- Car Reservation
- Directions and Mileage

Most Frequently Used

- Election for Online W-2
- Personal Data
- Record Working Time
- W-4 Tax Withholding
- Texas State Election for Online W2
- Reporting of Online W-2
- Status Overview
- My Trips and Expenses
- My Employees
- Earning Statement
- Car Rental
- University Leave Policy UPPS No. 04.04.30
- Directions and Mileage
- Leave Balances

3. Click on the payroll link


Employee Self-Service
Navigation Services
SAP Employee Self-Service > Employee Self-Service > Overview
Back

Employee Self Service Area Page

Earning Statement

Use the link above to view your most recent and prior earning statements .

W-4 Tax Withholding

Use the link above to change your federal tax withholding status.

International Student and Scholar Employees, please contact the Payroll Office before making any changes to your form W-4. There are specific U. S. tax laws that apply to international Students and Scholars that deter mine how your form W-4 can be completed. Contact the Payroll and Tax Com pliance Office at: payroll@txstate.edu or by phone: (512) 245-2543.

Reporting of Online W-2

Use this link to view your online W-2

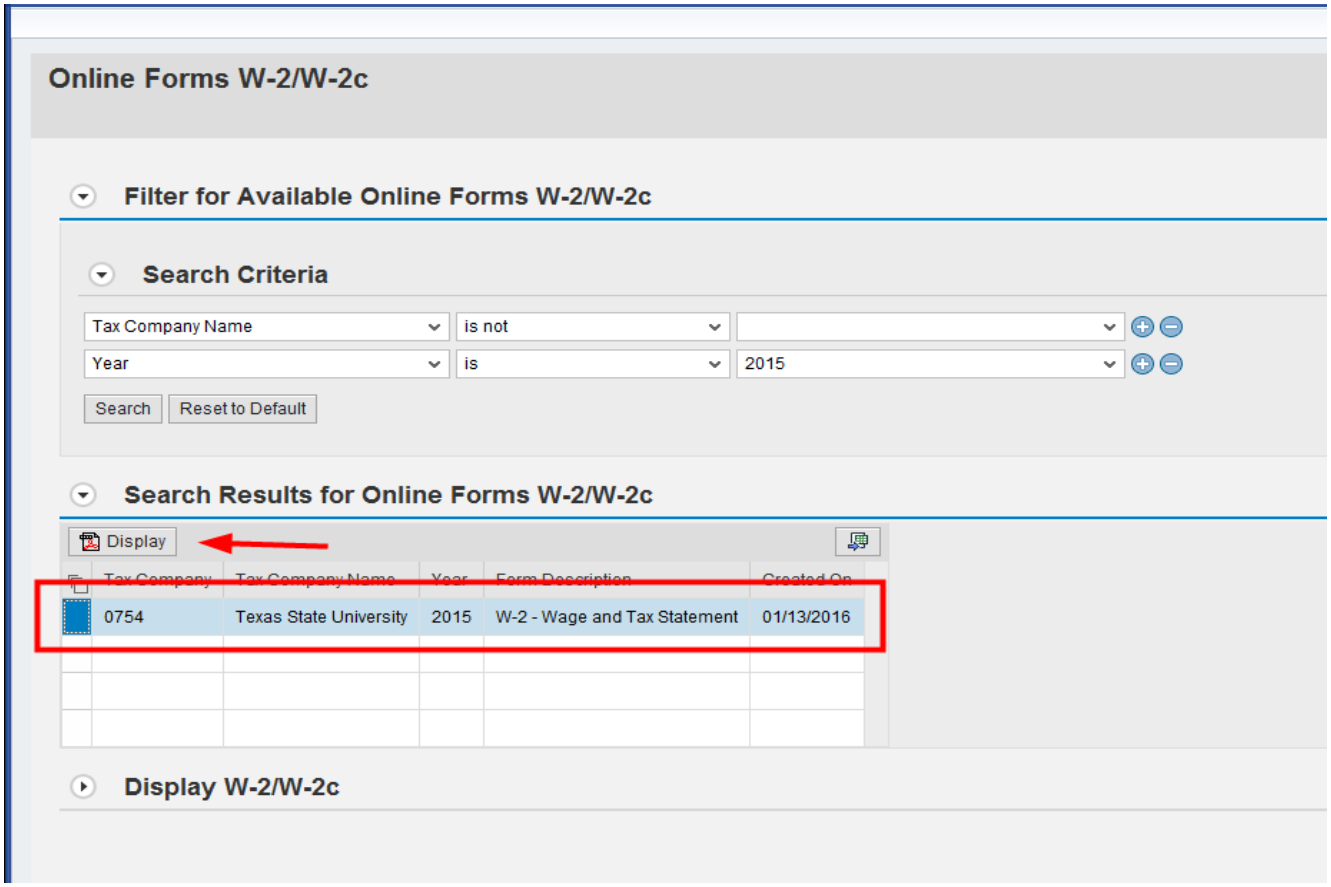
Election for Online W2

Use this link to election to receive your W-2 online.

2015 Form W-2 Instructions for Employee

Use this link to access 2015 Instructions for Employee.

4. Scroll down to Reporting Online W-2



Online Forms W-2/W-2c

Filter for Available Online Forms W-2/W-2c

Search Criteria

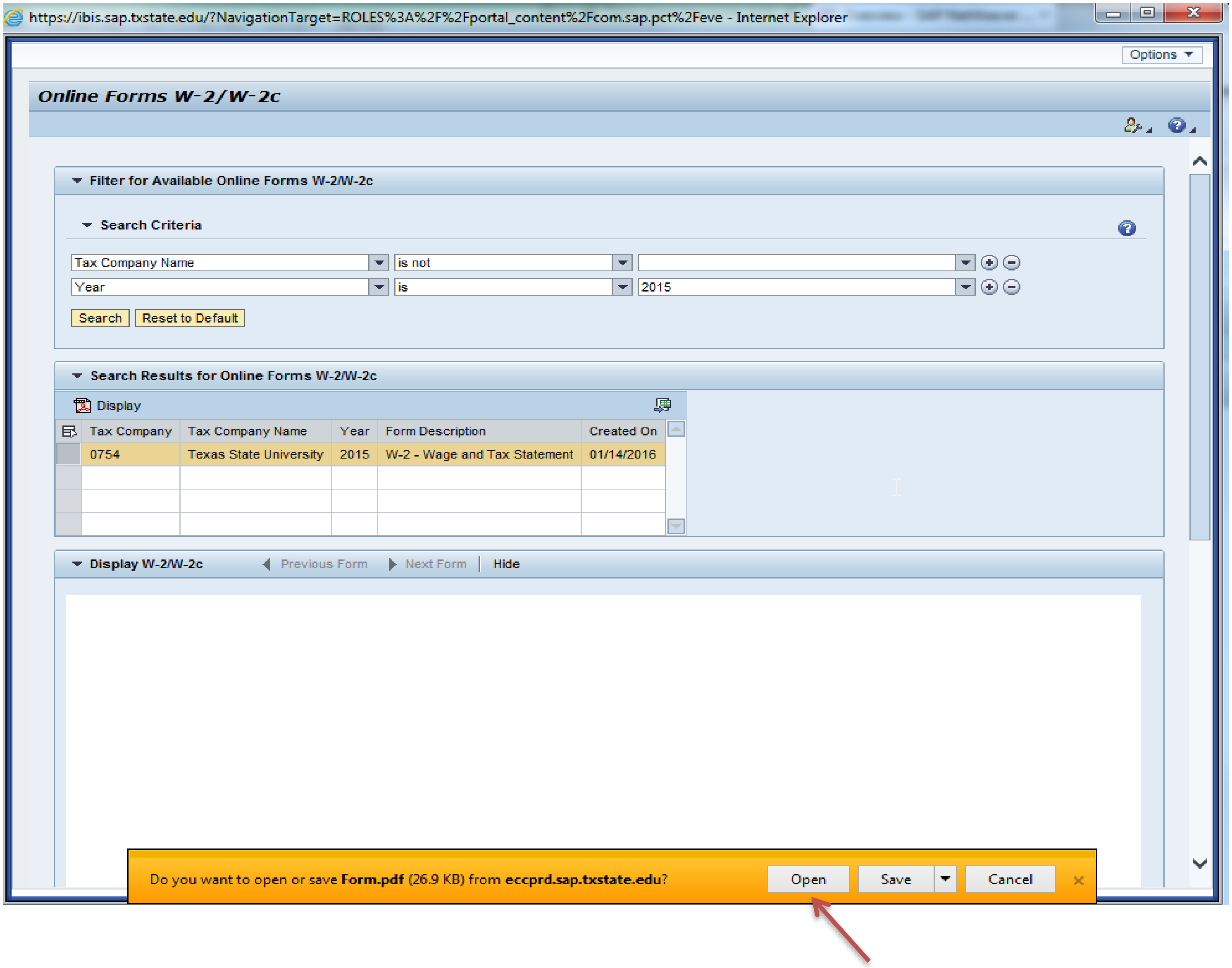
Tax Company Name	is not	
Year	is	2015

Search Results for Online Forms W-2/W-2c

Tax Company	Tax Company Name	Year	Form Description	Created On
0754	Texas State University	2015	W-2 - Wage and Tax Statement	01/13/2016

Display W-2/W-2c

5. Click on box to highlight. Then click on Display.



https://ibis.sap.txstate.edu/?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Feve - Internet Explorer

Online Forms W-2/W-2c

Filter for Available Online Forms W-2/W-2c

Search Criteria

Tax Company Name | is not |

Year | is | 2015

Search Reset to Default

Search Results for Online Forms W-2/W-2c

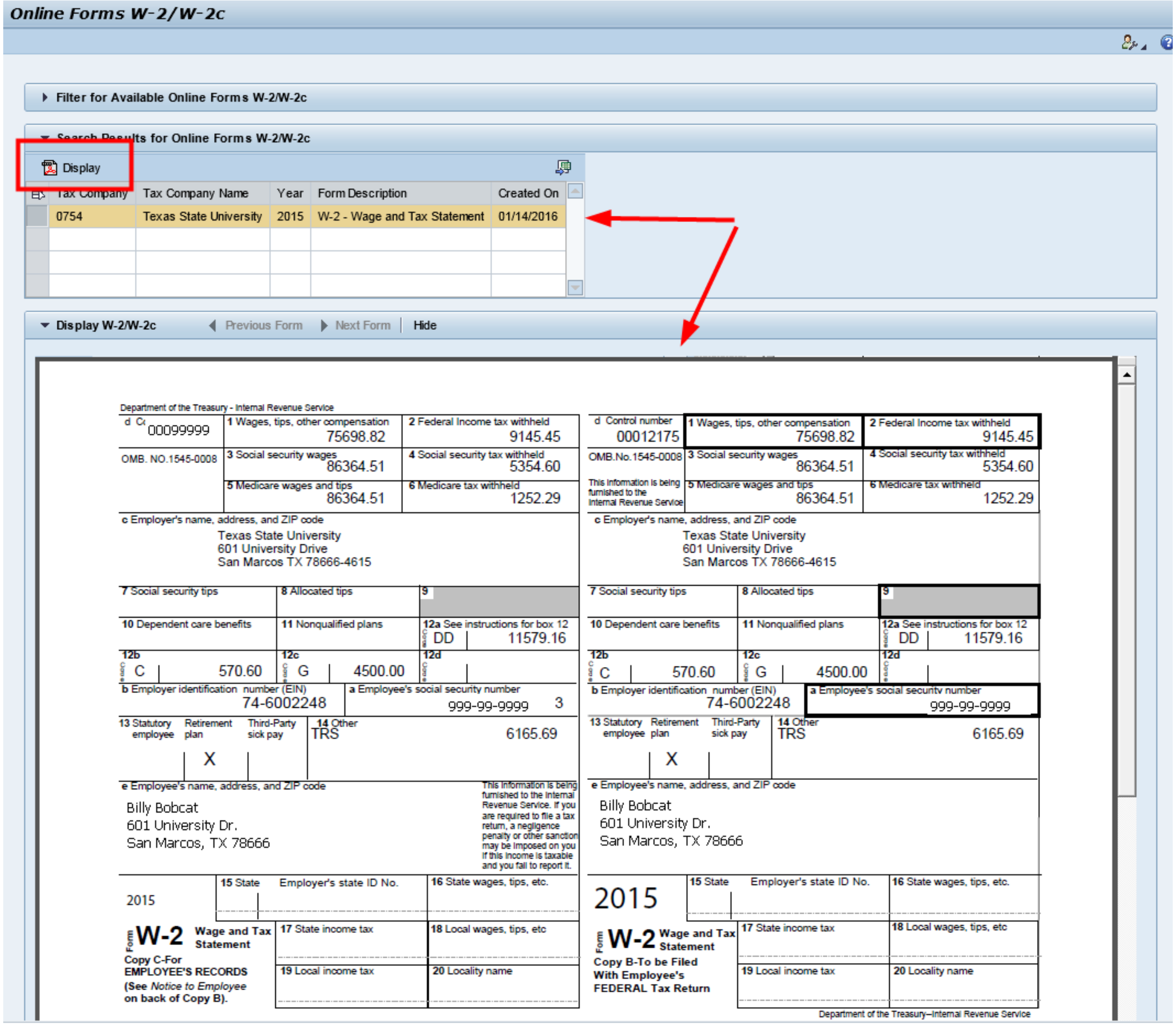
Tax Company	Tax Company Name	Year	Form Description	Created On
0754	Texas State University	2015	W-2 - Wage and Tax Statement	01/14/2016

Display W-2/W-2c

Do you want to open or save **Form.pdf** (26.9 KB) from **eccprd.sap.txstate.edu**?

Options
Display
Previous Form
Next Form
Hide
Open
Save
Cancel

6. On the question, click Open.


Online Forms W-2/W-2c
Filter for Available Online Forms W-2/W-2c
Search Results for Online Forms W-2/W-2c
Display
Display W-2/W-2c
Previous Form
Next Form
Hide

Tax Company	Tax Company Name	Year	Form Description	Created On
0754	Texas State University	2015	W-2 - Wage and Tax Statement	01/14/2016

Department of the Treasury - Internal Revenue Service
d C 00099999
1 Wages, tips, other compensation 75698.82
2 Federal Income tax withheld 9145.45
OMB. NO.1545-0008
3 Social security wages 86364.51
4 Social security tax withheld 5354.60
5 Medicare wages and tips 86364.51
6 Medicare tax withheld 1252.29
c Employer's name, address, and ZIP code
Texas State University
601 University Drive
San Marcos TX 78666-4615
7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
11 Nonqualified plans
12a See instructions for box 12 DD 11579.16
12b C 570.60
12c G 4500.00
12d
b Employer identification number (EIN) 74-6002248
a Employee's social security number 999-99-9999 3
13 Statutory employee / Retirement plan X / Third-Party sick pay
14 Other TRS 6165.69
e Employee's name, address, and ZIP code
Billy Bobcat
601 University Dr.
San Marcos, TX 78666
This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.
2015
15 State Employer's state ID No.
16 State wages, tips, etc.
Form **W-2** **Wage and Tax Statement**
Copy C-For EMPLOYEE'S RECORDS (See *Notice to Employee* on back of Copy B).
17 State income tax
18 Local wages, tips, etc
19 Local income tax
20 Locality name

d Control number 00012175
1 Wages, tips, other compensation 75698.82
2 Federal Income tax withheld 9145.45
OMB.No.1545-0008
3 Social security wages 86364.51
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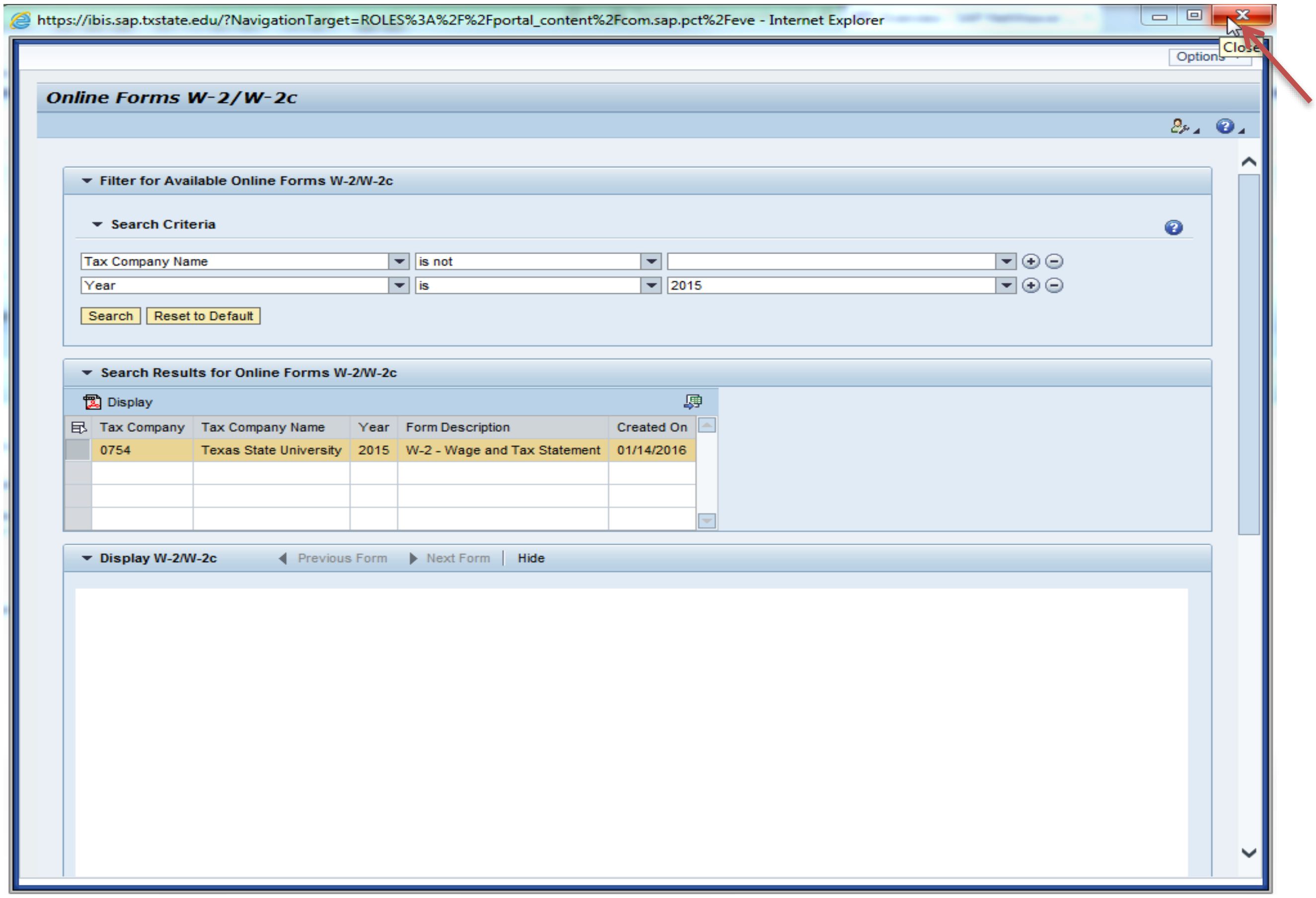
14 Other TRS 6165.69
e Employee's name, address, and ZIP code
Billy Bobcat
601 University Dr.
San Marcos, TX 78666
2015
15 State Employer's state ID No.
16 State wages, tips, etc.
Form **W-2** **Wage and Tax Statement**
Copy B-To be Filed With Employee's FEDERAL Tax Return
17 State income tax
18 Local wages, tips, etc
19 Local income tax
20 Locality name
Department of the Treasury–Internal Revenue Service

7. Display of your W-2. After viewing, click on Close to exit W-2.


Options
Close
Search
Reset to Default
Display
Previous Form
Next Form
Hide

https://ibis.sap.txstate.edu/?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Feve - Internet Explorer

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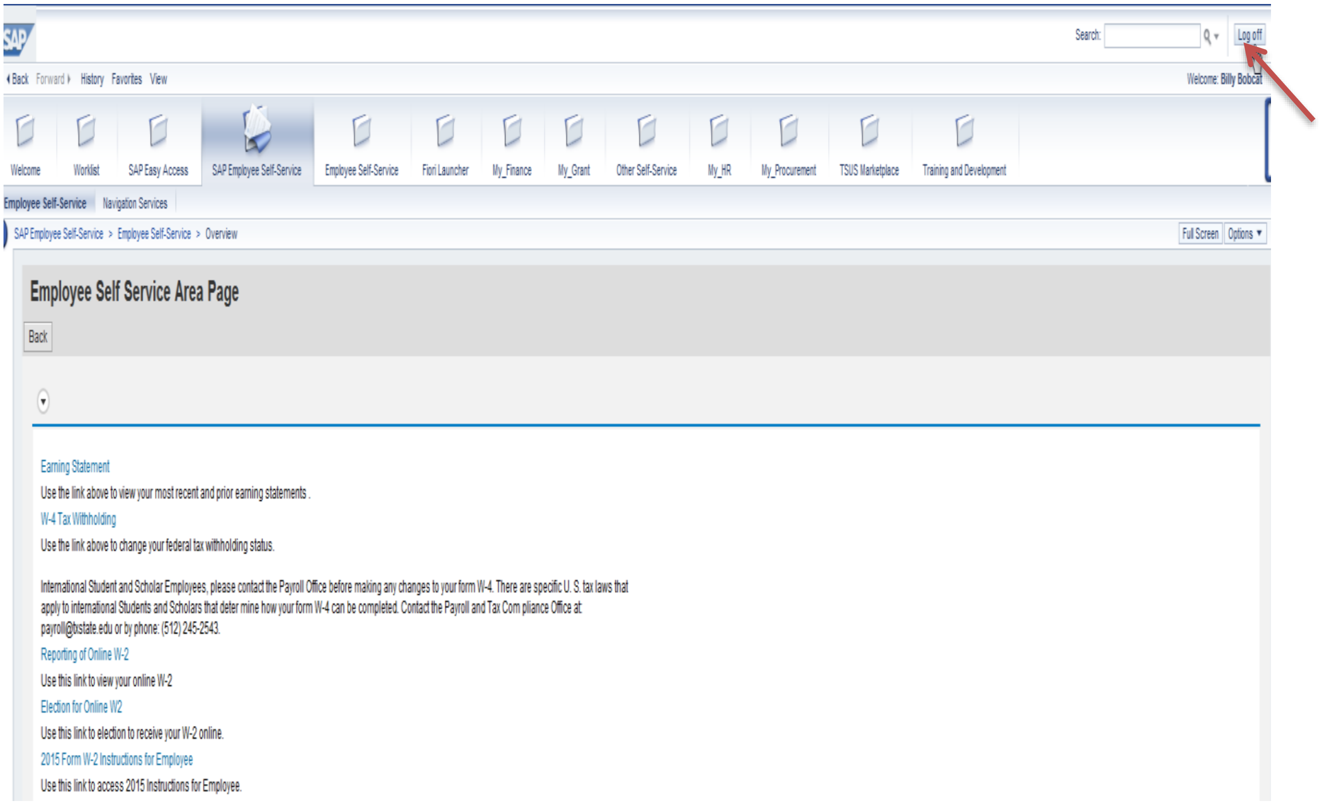
Search Results for Online Forms W-2/W-2c

Tax Company	Tax Company Name	Year	Form Description	Created On
0754	Texas State University	2015	W-2 - Wage and Tax Statement	01/14/2016

Display W-2/W-2c

8. Click on the “X” to Close


SAP
Search:
Log off
Back
Forward
History
Favorites
View
Welcome: Billy Bobcat
Welcome
Worklist
SAP Easy Access
SAP Employee Self-Service
Employee Self-Service
Fiori Launcher
My_Finance
My_Grant
Other Self-Service
My_HR
My_Procurement
TSUS Marketplace
Training and Development
Employee Self-Service
Navigation Services
SAP Employee Self-Service > Employee Self-Service > Overview
Full Screen
Options
Employee Self Service Area Page
Back

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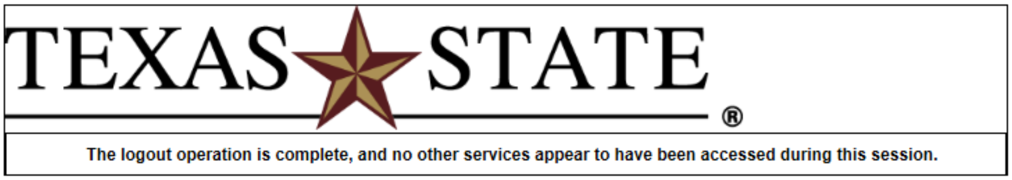
9. Click on Log-Off


TEXAS STATE ®

The logout operation is complete, and no other services appear to have been accessed during this session.

10. Logout is complete.